

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF CALIFORNIA
PROBATION OFFICE

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**INSTRUCTION NOTICE FOR REQUEST FOR PROPOSALS (RFPs)
TO SUBSTANCE ABUSE/MENTAL HEALTH/SEX OFFENDER
TREATMENT PROVIDERS**

Thank you for your interest in providing treatment services for male and female Federal offenders for the United States Court for the Southern District of California. These individuals include persons on probation, supervised release, or parole, who are under supervision of the United States Probation Office. With the exception of sex offender treatment, this group could also include persons on Pretrial status under the supervision of United States Pretrial Services.

The Requests for Proposals (RFPs) on this web site are listed by specific catchment areas for specific services, identified by Cities and/or Zip Codes within that area, and you must have a service location within that geographic area. In addition, if you are submitting a proposal for Substance Abuse Manualized Cognitive Behavioral Group, please also submit a proposal for Manualized Cognitive Behavioral Group under Transitional Services. These offenders would be referred under Second Chance Act funding as opposed to Treatment Services.

IMPORTANT! Please Note: Proposal submission has changed from previous solicitations. Per the RFP, Section L, by submission of a signed proposal, including the Certificate of Compliance (Attachment A), the offeror is agreeing to comply with all requirements, terms, and conditions of this solicitation and any resultant agreement of contract. **The Offeror is not required to submit solicitation sections C, D, E, F, G, H, and I as part of its proposal.** Please review Section L carefully.

The RFP contains the full text of all applicable Government regulations, and all offerors are subject to the provisions contained in the RFP. In responding to the RFP, you should answer fully each item and supply all information requested. Section "L" provides specific directions for potential vendors in completing their proposals. The minimum standards for the services listed are contained in the Clauses and Terms of Agreement, and all proposals will be evaluated by the criteria laid out in Section "M."

Proposals will be awarded on the basis of initial offers submitted, and each initial offer should contain your organization's best terms from a cost and technical standpoint. There will be no additional opportunity to modify your proposal.

Please read the RFP carefully; **do not rely** on knowledge of previous RFPs, or knowledge of previous Federal procurement procedures.

The estimated monthly quantity listed in Section "B" of the RFP is the estimate of the services to be provided during the term of this agreement. It is only an estimate.

Although the Government may choose to enter into a Blanket Purchase Agreement with multiple vendors, the Government reserves the right to award to a single vendor.

The term for this Blanket Purchase Agreement is twelve (12) months beginning October 1, 2012, with a provision that shall allow the Government to unilaterally extend the agreement for an additional two (2) years, at two (2) twelve (12) month intervals, beginning October 1, 2013, and 2014, at the Government's discretion.

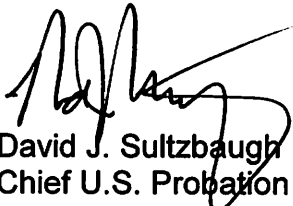
A vendor must be capable of providing **ALL SERVICES** identified in Section "B," and within the geographic area identified in Section "B."

For solicitations in North County and Imperial County, which include drug testing services, this office utilizes the services of our local United States Pretrial Services Drug Testing Laboratory, located in the AT&T Building, 101 West Broadway, Suite 500, San Diego, California 92101. Per Section C, under Local Services, the vendor shall be responsible for purchasing all probation-approved urine collection supplies; supplies are defined as specimen collection bottles, and specimen transport bags. Prior to each drug testing date, Chain of Custody forms containing pre-filled data are submitted to the vendor electronically. The vendor shall be responsible for printing one copy of each form, and the corresponding labels for use with the forms, utilizing 1"x4" labels. An additional supply of blank Chain of Custody forms will be provided by the Government. The vendor shall be responsible for delivery of urine specimens to the local lab.

For all proposals, an original and two (2) copies must be received **no later than 3:00 p.m. PDT, August 10, 2012**, at 101 West Broadway, Suite 700, San Diego, California 92101-7991. **All three (3) copies must be originally signed.**

A copy of the Blanket Purchase Agreement, Clauses and terms of Agreement, should be retained by the vendor for their files. **Please do not submit proposals in binders or notebooks.**

Any questions concerning this solicitation or process should be **e-mailed via our web site (treatment_programs@casp.uscourts.gov) no later than 3:00 p.m. PDT, August 3, 2012**. We will post responses to RFP questions on our web page daily at 9AM.


David J. Sultzbaugh
Chief U.S. Probation Officer